

TAB

TAB F-1

Estimated Fixed Administrative Expenses [REDACTED] FY 1954

STATINTL

1. Director's and Administrative Offices

a. Salaries

(1) Director and three staff members (1/2 X 30,000) ¹	\$15,000
(2) Administrative assistant (1/2 X 4,000)	2,000
(3) Secretarial and clerical (1/2 X 15,000)	7,500
	<hr/>
	\$24,500

b. Travel	4,000
-----------	-------

c. Consultants	<u>2,500</u>
----------------	--------------

Total direct cost	\$31,000
-------------------	----------

Indirect expenses ² (40% of Salaries)	<u>10,000</u>
---	---------------

Total, Director's and Administrative Offices	\$41,000
--	----------

STATINTL 1. One-half of administrative salaries is charged as this represents the anticipated proportion of total [REDACTED] financing for fiscal year 1954.

STATINTL

2. Document Control Room

a. Salaries

(1) Librarian (1/2 X 3,600)	\$1,800
(2) Assistant Librarians (1/2 X 6,000)	3,000
(3) Liaison Assistant	3,400
(4) Messenger Service (1/2 X 3,600)	<u>1,800</u>

\$10,000

b. Materials and Services³ 1,000

c. Travel 1,000

Total Direct Cost	\$12,000
-------------------	----------

Indirect Expense (40% of Salaries)	<u>4,000</u>
---------------------------------------	--------------

Total, Document Control Room	\$16,000
------------------------------	----------

3. Includes standard references, periodicals, and publications, but not special materials for individual projects.

TAB F - 3

3. Security Control

a. Salaries

(1) Guards \$16,000
(3 full-time, 1 half-time
at 1.41/hr., 48 hr. week)

(2) Supervision⁴ 1,500

Total Direct Cost \$17,500

Indirect Expense
(40% of Salaries) 7,000

Total, Security Control \$24,500

STATINTL

4. This represents the [REDACTED] proportionate share of the salaries of four
shift foremen and one superintendent who supervise all guards [REDACTED]

STATINTL

TAB F-4

4. Equipment, Maintenance, etc.

a. Equipment 5 \$3,000

b. Office Supplies 4,000

c. Maintenance 6 2,000

d. Service Charges 7 4,000

Total Cost \$13,000

Grand total, estimated fixed administrative expenses \$94,500

5. Furniture, typewriters and other items of capital equipment.

6. Service contracts (typewriters, Multilith), vehicle operation, repairs of equipment, etc.

7. Telegraph and long distance telephone charges, petty cash, postage, freight, express.